



MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Statewide

09/25/2006

Date Posted

10/10/2006

Notify Contact Person By

Assistant Right of Way Manager

Job Title

R04730

Job Title Code

District 4 / Right of Way Division

District/Division/Office

District Office - Lee's Summit

Location of Vacancy

17

Salary Grade

\$4,283.00

Min. Monthly Salary

Tim Holman

Supervisor/Team Leader

Belinda Fite

Contact Person (Name)

fiteb

(USERID)

816-622-6321

(Area Code/Telephone No.)

SAFETY-SENSITIVE JOB:

YES

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NO

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PHYSICALLY DEMANDING JOB:

YES

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NO

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Note: Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.

Job Summary:

The assistant right of way manager is responsible for the administration of and directing the right of way operational activities (except appraisal review) of a district as assigned and assuming the authority of the right of way manager when necessary. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.

Six years of professional experience in positions providing broad exposure to multiple right of way functions.

Supervisory Responsibilities:

Full Supervision

Special Working Conditions/Job Characteristics:

Job requires occasional, statewide, overnight travel.

Work may be performed outside of normal working hours.

Examples of Work:

- Prepares, schedules, and assigns relocation activities for staff; assists in assignments with difficulties in dealing with property owners or businesses; evaluates employee performance; serves on project core teams.
- Reviews and approves all parcels being submitted for payroll to ensure deeds of conveyance are correct and all items

in title commitments have been addressed to obtain clear title to property.

- Reviews relocation studies and approves relocation assistance payments.
- Meets or accompanies staff to meet with property owners with difficult or problematic situations; prepares justifications and recommends administrative settlements; and may represent the district in mediation for parcel acquisitions.
- Prepares relocation cost estimates for project funding.
- Responds to inquiries on right of way issues received from property owners, local government agencies, and contractors.
- Maintains records of improvement acquisition or disposition; monitors negotiation activities by local public agencies for conformance to department policies and state and federal guidelines.
- Reviews documentation for condemnation cases, testifies at hearings, and views and discusses design and land values with condemnation commissioners.
- Reviews all legal documents pertaining to right of way acquisition and transmits to district counsel.
- Assists legal counsel in preparation of appeal cases.
- May monitor relocation activities of other agencies to assure compliance with federal requirements.
- May attend public hearings or meetings to explain right of way acquisition procedures or relocation assistance program to property owners.
- May assume responsibilities of the right of way manager as assigned.
- Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- Performs other responsibilities as required or assigned.

How to apply: In order to be considered for this vacancy you will need to complete the MoDOT internal Job Opportunity Application. Please submit the application and transcripts on or before the application deadline to the HR contact person by e-mail or mail to the address listed below.

**Missouri Department of Transportation
Human Resources
600 Northeast Colbern Road
Lee's Summit, MO 64086**

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.